



## Demonstration

- Workers' Comp Premium Tax Annual Report (ZHR\_WCTAX)

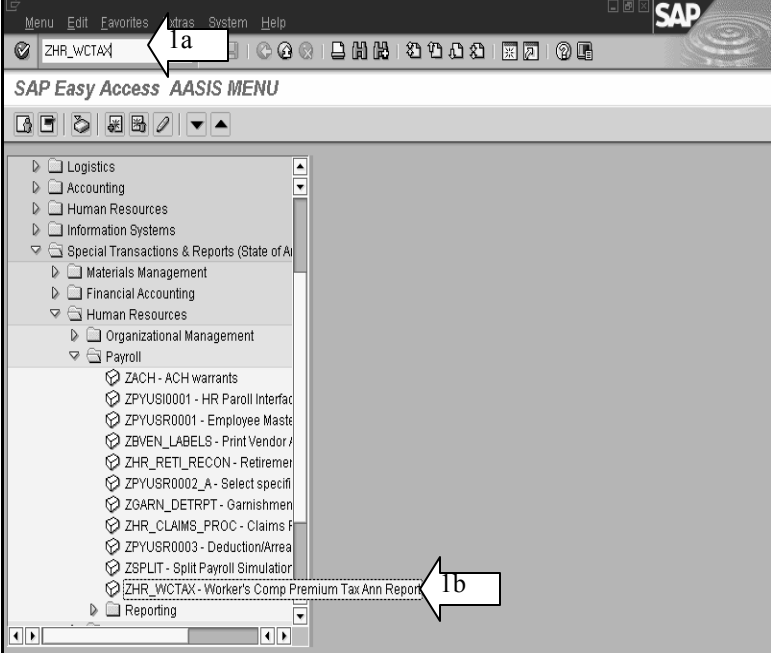
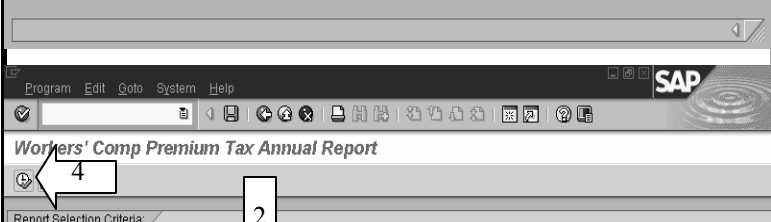
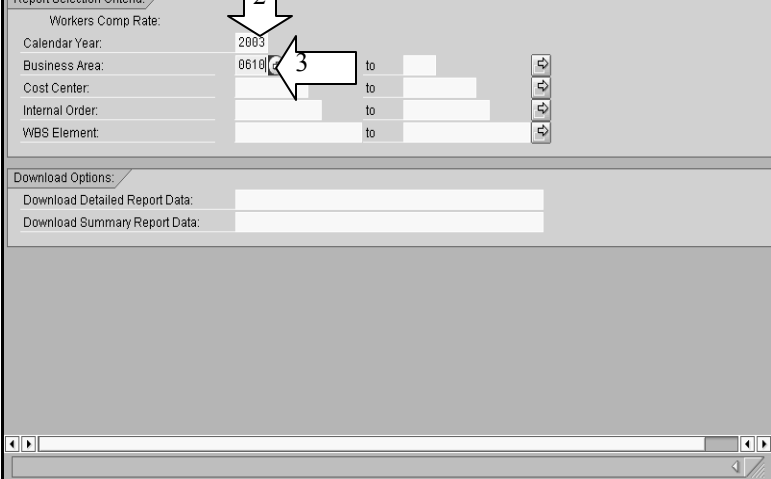
Note: The roles that have authorization to generate this report are Agency HR/FI Posting Specialist and State HR/FI Posting Specialist.

This report will reflect total earnings by cost center, internal order and/or wbs element. Also, reflected is the total workers' compensation amount owed by the agency.



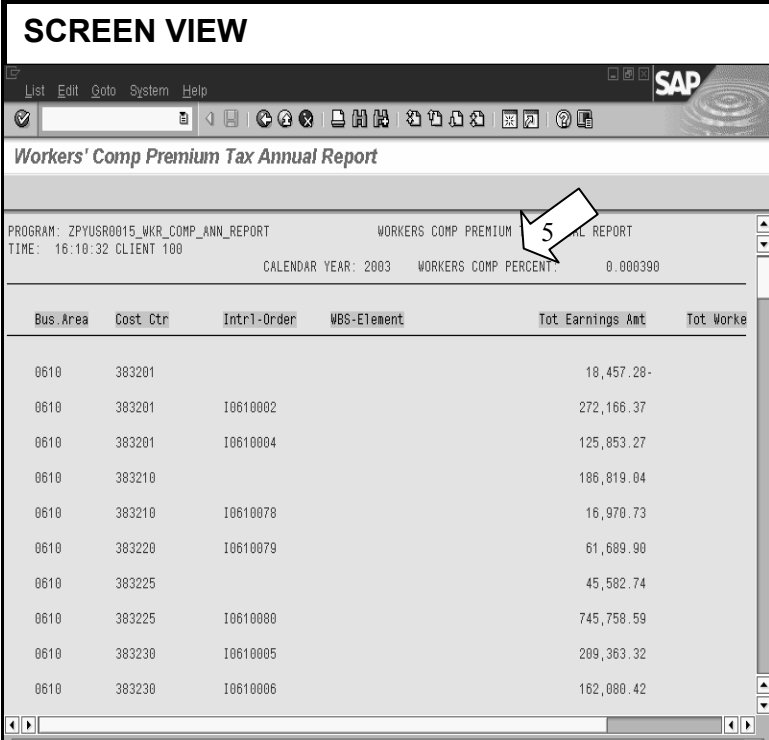
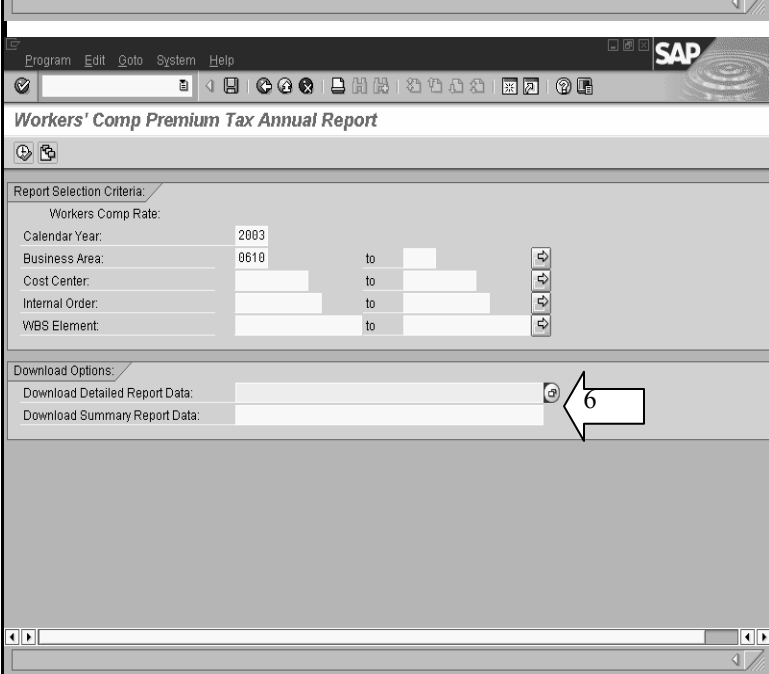


## Workers' Comp Premium Tax Annual Report

SCREEN VIEW	STEPS
	<p>1a. Enter transaction code <b>ZHR_WCTAX</b> in the command field and press enter,</p> <p>OR</p> <p>1b. Optional – Follow the menu path and double click on Workers' Comp Premium Tax Annual Report.</p> <p>➤ You may want to add the transaction code to your favorites.</p>
	<p>2. Enter the Calendar Year.</p>
	<p>3. Enter the Business Area.</p> <p>➤ This report can also be ran by cost center, internal order or wbs element. However, the Business Area must also be entered.</p> <p>4. Click Execute.</p> <p>➤ To send this report to excel go to the step 6.</p>

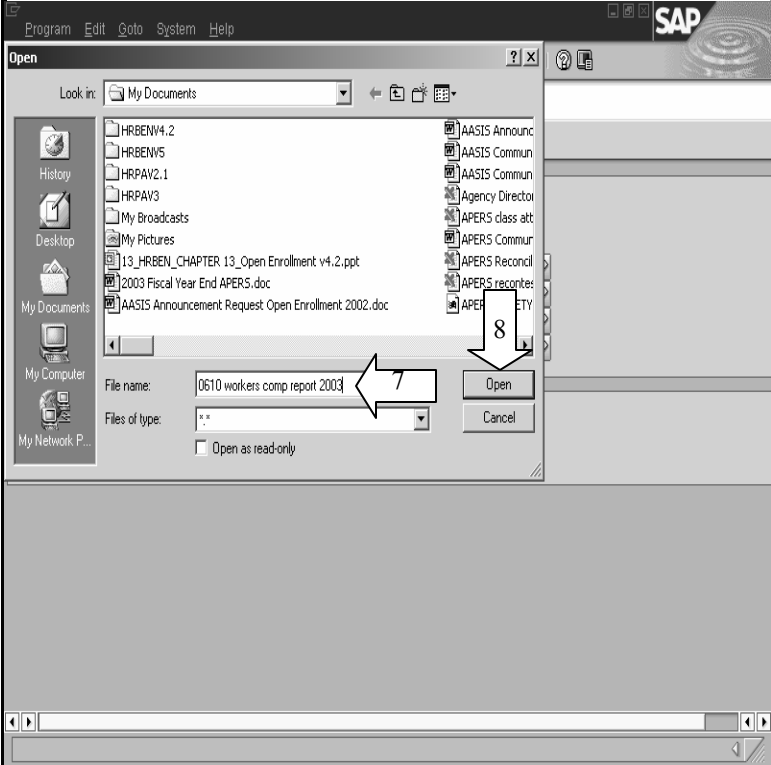


# Workers' Comp Premium Tax Annual Report

SCREEN VIEW	STEPS																																																																		
 <p><b>Workers' Comp Premium Tax Annual Report</b></p> <p>PROGRAM: ZPYUSR0015_WKR_COMP_ANN_REPORT TIME: 16:10:32 CLIENT 100</p> <p>WORKERS COMP PREMIUM TAX ANNUAL REPORT</p> <p>CALENDAR YEAR: 2003 WORKERS COMP PERCENT: 0.000390</p> <table border="1"><thead><tr><th>Bus. Area</th><th>Cost Ctr</th><th>Intrnl-Order</th><th>WBS-Element</th><th>Tot Earnings Amt</th><th>Tot Worke</th></tr></thead><tbody><tr><td>0610</td><td>383201</td><td></td><td></td><td>18,457.28-</td><td></td></tr><tr><td>0610</td><td>383201</td><td>10610002</td><td></td><td>272,166.37</td><td></td></tr><tr><td>0610</td><td>383201</td><td>10610004</td><td></td><td>125,853.27</td><td></td></tr><tr><td>0610</td><td>383210</td><td></td><td></td><td>186,819.04</td><td></td></tr><tr><td>0610</td><td>383210</td><td>10610078</td><td></td><td>16,970.73</td><td></td></tr><tr><td>0610</td><td>383220</td><td>10610079</td><td></td><td>61,689.90</td><td></td></tr><tr><td>0610</td><td>383225</td><td></td><td></td><td>45,582.74</td><td></td></tr><tr><td>0610</td><td>383225</td><td>10610080</td><td></td><td>745,758.59</td><td></td></tr><tr><td>0610</td><td>383230</td><td>10610005</td><td></td><td>209,363.32</td><td></td></tr><tr><td>0610</td><td>383230</td><td>10610006</td><td></td><td>162,080.42</td><td></td></tr></tbody></table>	Bus. Area	Cost Ctr	Intrnl-Order	WBS-Element	Tot Earnings Amt	Tot Worke	0610	383201			18,457.28-		0610	383201	10610002		272,166.37		0610	383201	10610004		125,853.27		0610	383210			186,819.04		0610	383210	10610078		16,970.73		0610	383220	10610079		61,689.90		0610	383225			45,582.74		0610	383225	10610080		745,758.59		0610	383230	10610005		209,363.32		0610	383230	10610006		162,080.42		<p>5. View the report information.</p> <p>➤ The Workers' Comp Percent will be reflected for that calendar year, (i.e. calendar year 2003, the percentage is 0.000390).</p> <p>➤ To verify the total earnings amount, execute the FI Payroll Posting Report. For more details, refer to the Demonstration "FI Payroll Posting Report – Verification of the earnings amount from the Workers' Comp Premium Tax Annual Report".</p>
Bus. Area	Cost Ctr	Intrnl-Order	WBS-Element	Tot Earnings Amt	Tot Worke																																																														
0610	383201			18,457.28-																																																															
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 <p><b>Workers' Comp Premium Tax Annual Report</b></p> <p>Report Selection Criteria:</p> <p>Workers Comp Rate:</p> <p>Calendar Year: 2003</p> <p>Business Area: 0610 to</p> <p>Cost Center: to</p> <p>Internal Order: to</p> <p>WBS Element: to</p> <p>Download Options:</p> <p>Download Detailed Report Data: [Button]</p> <p>Download Summary Report Data: [Button]</p>	<p>➤ If you do not want to send the report to Excel, skip steps 6 - 21.</p> <p>6. Optional – to send the report to Excel, click on the drop-down list for 'Download Detailed Report Data' or 'Download Summary Report Data' and follow steps 6 thru 21.</p> <p>The 'Detailed Report' provides more information than the 'Summary Report Data' or the standard report. The information included in the 'Detailed Report' is as follows:</p> <p>Calendar year; Business Area; Personnel Number; Wage Type; Cost Center; Internal Order; WBS Element; Amount; Payroll Date; For Period; Post Date; G/L Account; and Run ID number.</p>																																																																		

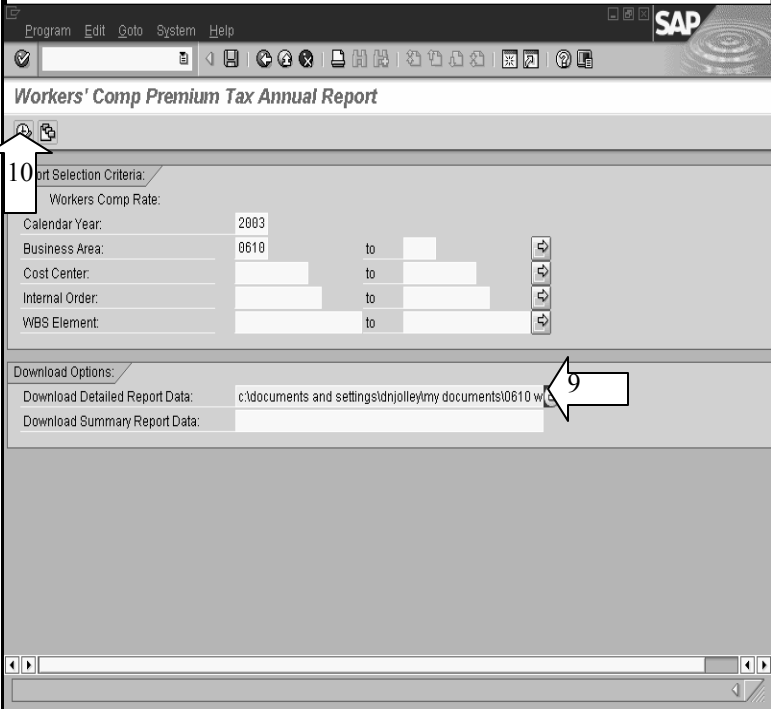
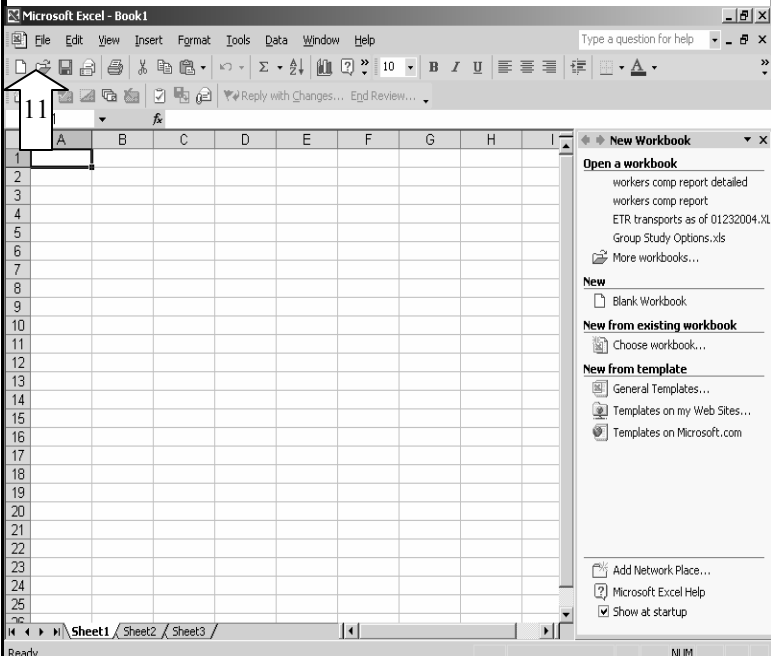


# Workers’ Comp Premium Tax Annual Report

SCREEN VIEW	STEPS
	<p>The ‘Detailed Report’ will not reflect the workers’ compensation tax amount.</p> <p>The ‘Summary Report’ and standard report provides the following data: Business Area; Cost Center; Internal Order; WBS Element; Earned Amount and Workers Comp Amount.</p> <p>➤ For this demonstration, we are selecting the ‘Detailed Report Data’.</p>
	<p>7. Optional – enter a file name for the report.</p> <p>8. Click Open.</p>



# Workers' Comp Premium Tax Annual Report

SCREEN VIEW	STEPS
	9. View the file name. 10. Click Execute.
	➤ Open up your Microsoft Excel on your personal computer.  11. Click Open.



# Workers' Comp Premium Tax Annual Report

## SCREEN VIEW

The screenshot shows two windows: Microsoft Excel - Book1 and Microsoft PowerPoint - [Demo Workers Comp Report.ppt].

**Microsoft Excel - Book1:** The 'Open' dialog box is displayed. The 'Look in:' dropdown shows 'My Documents'. The 'Files of type:' dropdown is set to 'All Files (\*.\*)'. The file list shows several files, including '0610 workers comp report 2003'. An arrow labeled '13' points to the file list. The 'Open' button is highlighted with an arrow labeled '14'.

**Microsoft PowerPoint - [Demo Workers Comp Report.ppt]:** The 'Text Import Wizard - Step 1 of 3' dialog box is displayed. The 'Original data type' is 'Fixed width'. The 'Choose the file type that best describes your data:' section has 'Delimited' selected. The 'Start import at row:' is set to '1' and 'File origin:' is 'Windows (ANSI)'. The 'Preview of file C:\Documents and Settings\dnjolley\...0610 workers comp report 2003.' shows a table of data. An arrow labeled '15' points to the 'Delimited' radio button. The 'Next >' button is highlighted with an arrow labeled '16'.

## STEPS

12. From the drop-down list for Files of type, select 'All Files (\*.\*)'.

13. Locate your file name.

14. Click Open.

15. Click in the radio button for Delimited.

16. Click Next.



# Workers' Comp Premium Tax Annual Report

## SCREEN VIEW

Microsoft PowerPoint - [Demo Workers Comp Report.ppt]

File Edit View Insert Format Tools Slide Show Window Help

Type a question for help

Times New Roman 24

Outline Slides

Text Import Wizard - Step 2 of 3

This screen lets you select the delimiters your data contains. You can see how your text is imported in the preview below.

Delimiters

☒ Tab ☒ Semicolon ☐ Comma

☐ Space ☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier:

Data preview

Cal Yr	BusArea	PersonNbr	WageTy	CostCtr	Int0rdr	WBS Ele
2003	0610	00042317	6100	0000383201		
2003	0610	00039418	1151	0000383201		
2003	0610	00010743	1200	0000383201	I0610002	
2003	0610	00010743	1200	0000383201	I0610002	

Cancel < Back Next > Finish

Click to add notes

Microsoft PowerPoint - [Demo Workers Comp Report.ppt]

File Edit View Insert Format Tools Slide Show Window Help

Type a question for help

Times New Roman 24

Outline Slides

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Column data format

☒ General

☐ Text

☐ Date: MDY

☐ Do not import column (skip)

Data preview

General	General	General	General	General	General	General
Cal Yr	BusArea	PersonNbr	WageTy	CostCtr	Int0rdr	WBS Ele
2003	0610	00042317	6100	0000383201		
2003	0610	00039418	1151	0000383201		
2003	0610	00010743	1200	0000383201	I0610002	
2003	0610	00010743	1200	0000383201	I0610002	

Cancel < Back Next > Finish

Click to add notes

## STEPS

17. Click in the box by Tab to place a checkmark.

18. Click in the box by Semicolon to place a checkmark.

19. Click Next.

20. Click Finish



# Workers' Comp Premium Tax Annual Report

## SCREEN VIEW

Microsoft Excel - 0610 workers comp report 2003

File Edit View Insert Format Tools Data Window Help

Type a question for help

21

A1 Cal Yr

	A	B	C	D	E	F	G	H	I	J	K	L
1	Cal Yr	BusArea	PersonNbr	WageTy	CostCtr	IntOrdr	WBS Ele	Amt.	PayrollDt	ForPeriod	PostDate	G/L Acc
2	2003	610		6100	383201			-43457.3	20031021		0	20031022 5.01E+0
3	2003	610		1151	383201			25000	20030331	200307	20030404	5.01E+0
4	2003	610		1200	383201	10610002		3681.89	20030804	200316	20030808	5.01E+0
5	2003	610		1200	383201	10610002		3318.89	20030721	200315	20030725	5.01E+0
6	2003	610		1200	383201	10610002		3578.58	20030707	200314	20030711	5.01E+0
7	2003	610		1200	383201	10610002		1623.65	20030623	200313	20030627	5.01E+0
8	2003	610		1200	383201	10610002		3526.37	20030623	200313	20030627	5.01E+0
9	2003	610		1200	383201	10610002		-3653.22	20030623	200313	20030627	5.01E+0
10	2003	610		1200	383201	10610002		3653.22	20030609	200312	20030613	5.01E+0
11	2003	610		1200	383201	10610002		3932.28	20030523	200311	20030530	5.01E+0
12	2003	610		1200	383201	10610002		4059.13	20030512	200310	20030516	5.01E+0
13	2003	610		1200	383201	10610002		3957.65	20030428	200309	20030430	5.01E+0
14	2003	610		1200	383201	10610002		4008.39	20030414	200308	20030418	5.01E+0
15	2003	610		1200	383201	10610002		3906.91	20030414	200308	20030418	5.01E+0
16	2003	610		1200	383201	10610002		-4059.13	20030414	200308	20030418	5.01E+0
17	2003	610		1200	383201	10610002		4059.13	20030331	200307	20030404	5.01E+0
18	2003	610		1200	383201	10610002		4059.13	20030317	200306	20030321	5.01E+0
19	2003	610		1200	383201	10610002		3653.22	20030303	200305	20030307	5.01E+0
20	2003	610		1200	383201	10610002		3703.95	20030303	200305	20030307	5.01E+0
21	2003	610		1200	383201	10610002		1279.85	20030609	200312	20030613	5.01E+0
22	2003	610		1200	383201	10610002		1625.21	20030523	200311	20030530	5.01E+0
23	2003	610		1200	383201	10610002		1625.21	20030512	200310	20030516	5.01E+0
24	2003	610		1200	383201	10610002		1462.69	20030428	200309	20030430	5.01E+0
25	2003	610		1200	383201	10610002		1625.21	20030414	200308	20030418	5.01E+0
26	2003	610		1200	383201	10610002		1625.21	20030331	200307	20030404	5.01E+0

Ready NUM

## STEPS

21. View the information in Excel.





## **Glossary of Headings for Workers' Comp Premium Tax Annual Report**

- Bus Area: The agency's business area.
- Cost ctr: The cost center where the earnings were posted.
- Intrl-Order: This is the Internal Order usually used by agencies to report programs.
- WBS-Element: This is the WBS element for projects and grants reporting.
- Tot Earnings Amt: The total amount of earnings reported for that cost center, cost center and internal order, or cost center and wbs element.
- Tot Workers Comp Amount: This is the total Workers' Compensation amount owed.



# Demonstration

- **FI Payroll Posting Report**

(ZPP\_FI\_REPORT)

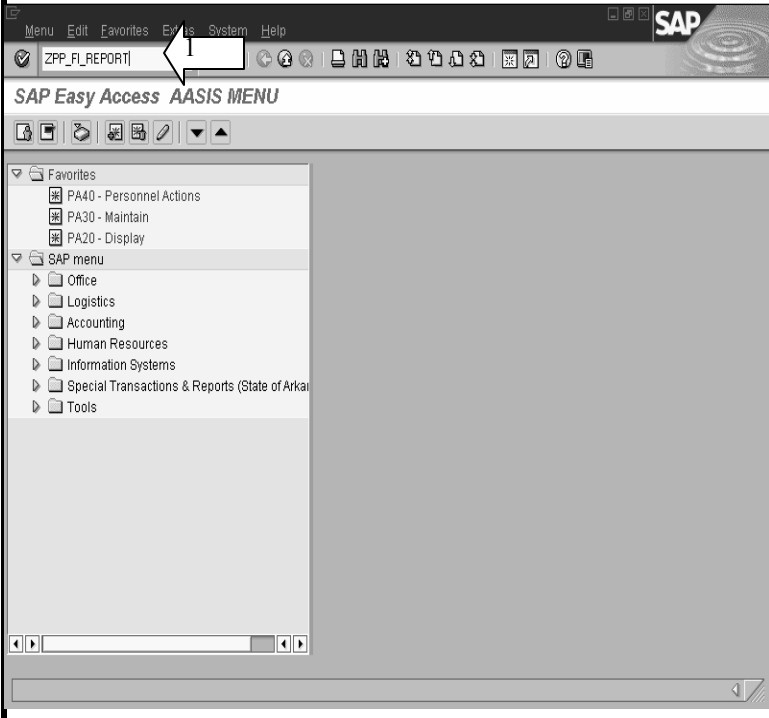
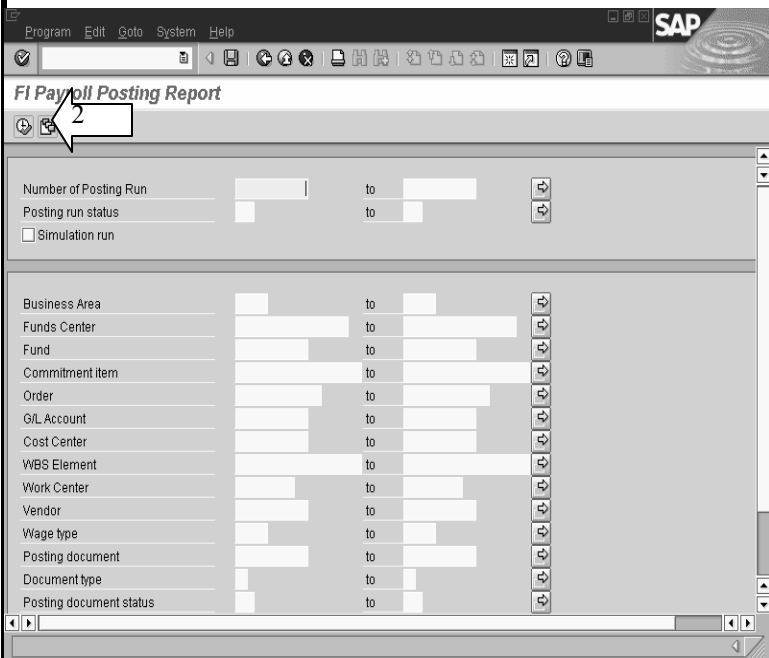
Note: The roles that have authorization to generate this report are Agency HR/FI Posting Specialist and State HR/FI Posting Specialist.

This report will provide agencies with posted earnings amounts.



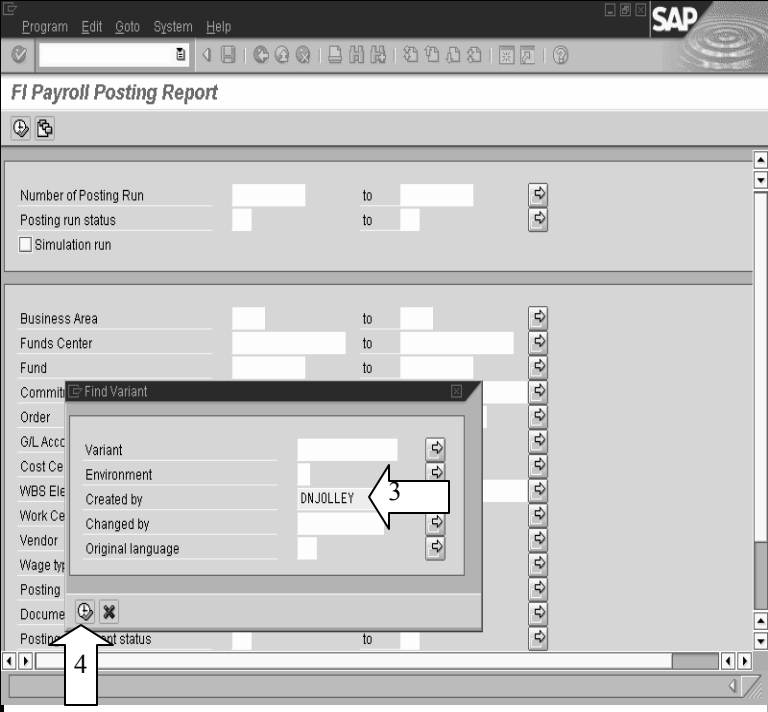
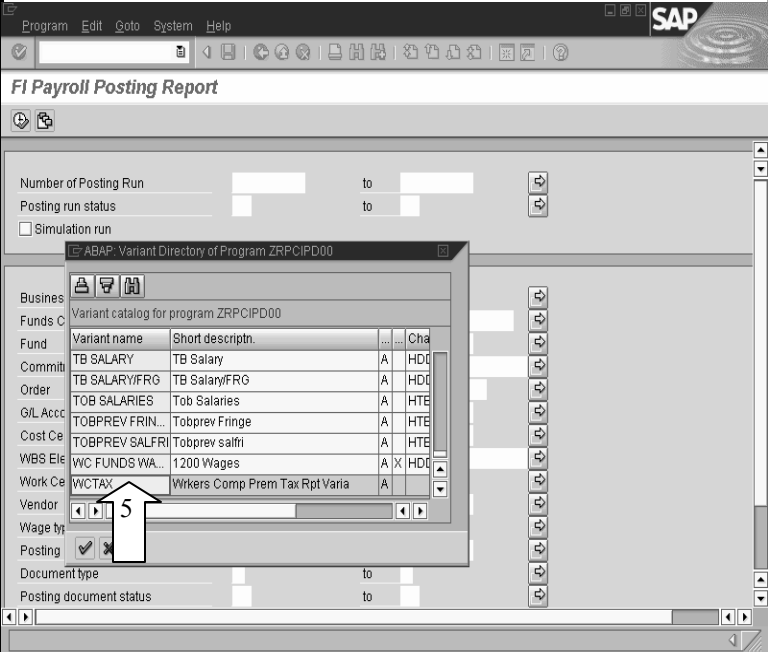


## FI Payroll Posting Report

SCREEN VIEW	STEPS
	1. Enter transaction code <b>ZPP_FI_REPORT</b> in the command field and press enter.
	2. Click on 'Get variant'.

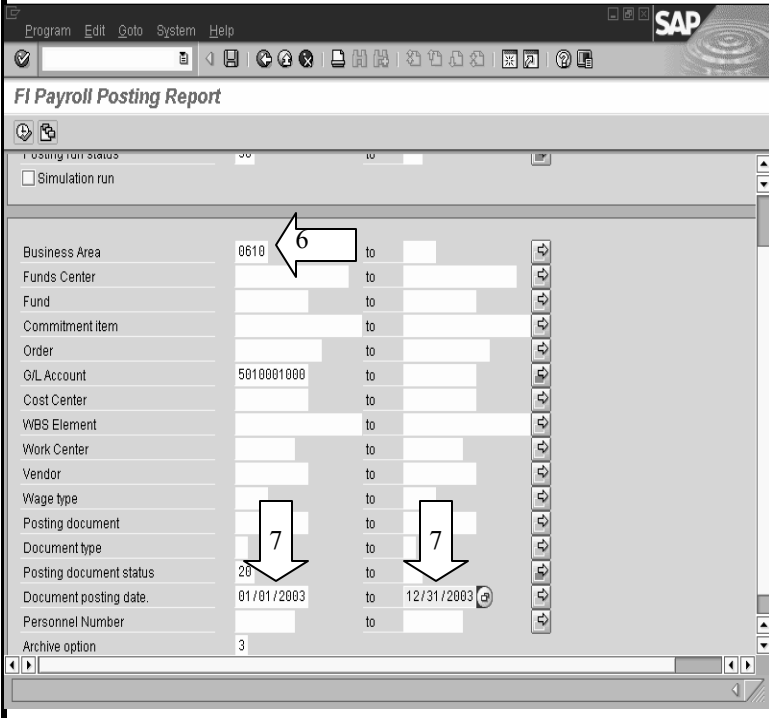
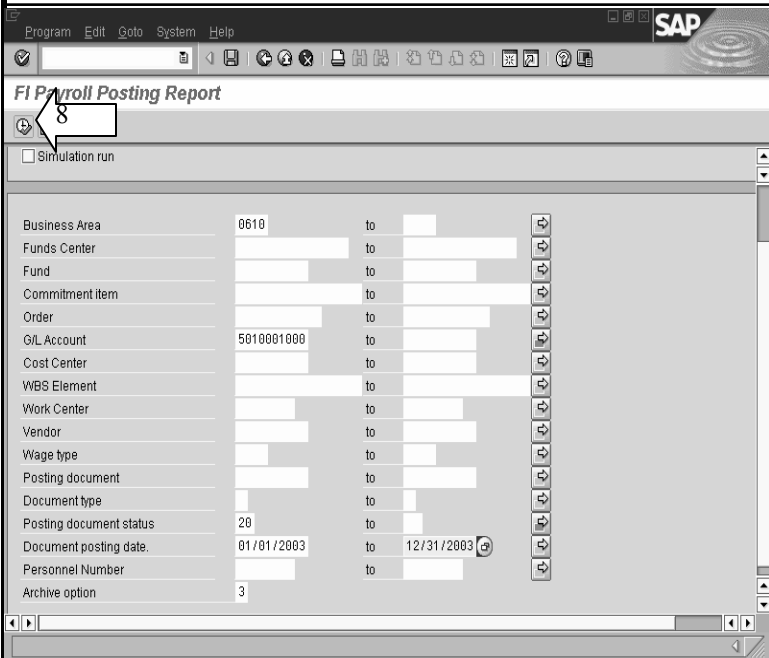


## FI Payroll Posting Report

SCREEN VIEW	STEPS
	<ol style="list-style-type: none"><li>3. Delete the name in the field for 'Created by'.</li><li>4. Click Execute.</li></ol>
	<ol style="list-style-type: none"><li>5. Double click on the variant name "WCTAX".</li></ol>



## FI Payroll Posting Report

SCREEN VIEW	STEPS
	<p>6. Enter the agency's Business area.</p> <p>➤ The agency may also want to search by a specific cost center, order (internal order), wbs element, or personnel number. Enter the additional search criteria after the business area has been entered.</p> <p>7. Enter the calendar year dates for the year of the workers' comp premium tax report in the 'Document posting date' field, (i.e. in this example the calendar year for 2003 is 01/01/03 to 12/31/03).</p>
	<p>8. Click Execute.</p>





## FI Payroll Posting Report

### SCREEN VIEW

**FI Payroll Posting Report**

Order	In-peri...	For-pe...	WT	Pers.No./SSN	Amount	Funds Center	Fund	G/L Accou...
	262003	262003	/845		0.00	584	HSC6101	50100010
	262003	262003	1200		1,581.93	584	HSC6101	50100010
	262003	262003	/845		0.00	584	HSC6101	50100010
10610077	262003	262003	1252		273.76	584	HSC6101	50100010
10610077	262003	262003	/845		0.00	584	HSC6101	50100010
10610077	262003	262003	1200		2,463.88	584	HSC6101	50100010
	262003	262003	/845		0.00	252	FFB0202	50100010
	262003	262003	1251		783.10	252	FFB0202	50100010
	262003	262003	1251		39.96	252	FFB0202	50100010
	262003	262003	1200		872.51	252	FFB0202	50100010
	262003	262003	1200		704.79	252	FFB0202	50100010
	262003	262003	/845		0.00	252	FFB0202	50100010
	262003	262003	1252		52.72	252	FFB0202	50100010
	262003	262003	1252		78.31	252	FFB0202	50100010
	262003	262003	1252		153.19	252	FFB0202	50100010
	262003	262003	1200		1,640.77	252	FFB0202	50100010
	262003	262003	/845		0.00	252	FFB0202	50100010
	262003	262003	1200		1,353.25	252	FFB0202	50100010
					12,755,726.82			

### STEPS

12. Verify the total sum reflected on this report with the total earnings amount reflected on the Workers' Comp Premium Tax Annual Report.

➤ These columns should reflect the same total.

➤ If they do not, follow the steps below to research:

A. Click on the heading for Cost Center.

B. Click on Sort in Ascending Order.

**FI Payroll Posting Report**

Line number	BusA	Cost Center	WBS Element	Work Ce...	Order	In-peri...	For-pe...	WT	Pers.No./SSN
1	0610	383357				262003	262003	/845	
1	0610	383357				262003	262003	1200	
1	0610	383357				262003	262003	/845	
1	0610	383357			10610077	262003	262003	1252	
1	0610	383357			10610077	262003	262003	/845	
1	0610	383357			10610077	262003	262003	1200	
1	0610	383397	F.0610.2002DBBX0005-02			262003	262003	/845	
1	0610	383397	F.0610.2002DBBX0005-02			262003	262003	1251	
1	0610	383397	F.0610.2002DBBX0005-02			262003	262003	1251	
1	0610	383397	F.0610.2002DBBX0005-02			262003	262003	1200	
1	0610	383397	F.0610.2002DBBX0005-02			262003	262003	1200	
1	0610	383397	F.0610.2002DBBX0005-02			262003	262003	/845	
1	0610	383397	F.0610.2002DBBX0005-02			262003	262003	1252	
1	0610	383397	F.0610.2002DBBX0005-02			262003	262003	1252	
1	0610	383397	F.0610.2002DBBX0005-02			262003	262003	1200	
1	0610	383397	F.0610.2002DBBX0005-02			262003	262003	/845	
1	0610	383397	F.0610.2002DBBX0005-02			262003	262003	1200	



## FI Payroll Posting Report

### SCREEN VIEW

SAP

List Edit Goto Views Settings System Help

FI Payroll Posting Report

Posting doc. St Line number BusA Cost Center WBS Element Work Ce... Order In-peri For-pe WT F

1594766	20	1	0610	383397	F.0610.2002DBBX0005-02			252003	242003	/845	
1594766	20	1	0610		F.0610.2002DBBX0005-02			252003	242003	1211	
1594766	20	1	0610		F.0610.2002DBBX0005-02			252003	242003	1200	
1594766	20	1	0610		F.0610.2002DBBX0005-02			252003	252003	1252	
1594766	20	1	0610		F.0610.2002DBBX0005-02			252003	252003	1251	
1594766	20	1	0610		F.0610.2002DBBX0005-02			252003	252003	1251	
1616889	20	1	0610		F.0610.2002DBBX0005-02			262003	262003	/845	
1616889	20	1	0610		F.0610.2002DBBX0005-02			262003	262003	1251	
1616889	20	1	0610		F.0610.2002DBBX0005-02			262003	262003	1251	
1616889	20	1	0610		F.0610.2002DBBX0005-02			262003	262003	1200	
1616889	20	1	0610		F.0610.2002DBBX0005-02			262003	262003	1200	
1616889	20	1	0610		F.0610.2002DBBX0005-02			262003	262003	/845	
1616889	20	1	0610		F.0610.2002DBBX0005-02			262003	262003	1252	
1616889	20	1	0610		F.0610.2002DBBX0005-02			262003	262003	1252	
1616889	20	1	0610		F.0610.2002DBBX0005-02			262003	262003	1200	
1616889	20	1	0610		F.0610.2002DBBX0005-02			262003	262003	/845	
1616889	20	1	0610		F.0610.2002DBBX0005-02			262003	262003	1200	
1616889	20	1	0610		F.0610.2002DBBX0005-02			262003	262003	/845	
1616889	20	1	0610		F.0610.2002DBBX0005-02			262003	262003	1200	

FI Payroll Posting Report

List Edit Goto Views Settings System Help

Line number BusA Cost Center Order In-peri For-pe WT Pers.No SSN z Amount Funds

1	0610	383210		262003	262003	/845	12250	432414432		0.00	272
1	0610			262003	262003	1200	12250	432414432		1,293.61	272
1	0610			262003	262003	1252	11043	432277847		43.82	272
1	0610			262003	262003	1252	11168	431118406		205.61	272
1	0610		10610078	262003	262003	/845	31014	431555547		0.00	272
1	0610		10610078	262003	262003	1200	31014	431555547		1,285.33	272
1	0610		10610078	262003	262003	1252	31014	431555547		85.69	272
		383210								245,681.89	
1	0610	383220	10610079	012003	012003	1250	10955	432021319		319.32	272
1	0610		10610079	012003	012003	1265	10417	447408468		171.11	272
1	0610		10610079	012003	012003	1251	10955	432021319		425.76	272
1	0610		10610079	012003	012003	1251	10417	447408468		342.22	272
1	0610		10610079	012003	012003	/845	10955	432021319		0.00	272
1	0610		10610079	012003	012003	1200	10955	432021319		319.32	272
1	0610		10610079	012003	012003	1211	10417	447408468		513.33	272
1	0610		10610079	012003	012003	1200	10417	447408468		684.44	272
1	0610		10610079	012003	012003	/845	10417	447408468		0.00	272
1	0610		10610079	022003	022003	1200	10417	447408468		1,711.09	272
1	0610		10610079	022003	022003	1200	10955	432021319		1,064.40	272
1	0610		10610079	032003	032003	1250	10955	432021319		106.44	272

### STEPS

C. Click on the heading for Cost Center again.

D. Click on Subtotals.

E. Verify the cost center subtotal amounts with the amounts from the Workers' Comp Premium Tax Report.





## **Glossary of Headings for FI Payroll Posting Report**

- Year: The state fiscal year.
- Posting Date: The Posting Date represents the date the Office of Accounting processes the FI posting of the payroll results. Viewing the posting dates is the easiest way to identify an off-cycle payment for an employee.
- Run number: This number refers to the FI Payroll posting run number.
- St.: This is the posting run status. 50 is for posted and 63 is for reversal.
- Posting doc.: This is the HR Payroll Posting document number.
- St.: This second st is the posting document status. 20 is for released document ready for posting and 25 is for released reversal ready for posting. The posting document status corresponds with the posting run status.
- Line number: This is the document line number.
- Bus. A: This is the agency's business area.
- Cost Center: The cost center for real posting for funds and funds center.
- WBS elem: This is the WBS element for projects and grants reporting.
- Work Center: This column is only used by the Dept. of Health.
- Order: This is the Internal Order usually used by agencies to report programs.
- In-per.: The OPM payroll pay period in which earnings were paid.
- For-pe.: The OPM payroll pay period in which the earnings should have been paid. This is the field that will reflect a retro-calculation for the pay period that the retirement expense should have been paid in.
- WT: The wage types that are posted are reflected here. Please refer to Attachment A for a complete listing of the wage types involved with this report.
- Pers.No.: This is the employee's personnel number.
- SSN: This is the employee's social security number.
- Amount: The amount reflects the employee's earnings.
- Funds Center: This is the funds center or appropriation that the transaction was paid out of.
- Fund: This is the fund that this transaction was paid out of.
- G/L acc: The general ledger accounts are numbers which tell what the money was spent for.
- Commitment item: There is only one commitment item for each general ledger account. The general ledger accounts and corresponding commitment items used in this report are listed on the following page.
- Number: This is the total number of hours for employee in the reporting month. This number includes compensation hours.